OLT Grant Application Process When Leading a Project

You want to apply for an OLT Grant as Leader?
The process is outlined here:

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<th>THE PROCESS</th>
<th>What you do as the Grant Applicant</th>
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<tr>
<td><strong>What we do through the Office of the Deputy Vice-Chancellor (Education)</strong></td>
<td><strong>What you do as the Grant Applicant</strong></td>
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<tr>
<td>The Institute for Learning and Teaching (ITL) sends out announcement and advertises the OLT Grants rounds through the Staff News and Teaching @Sydney eNews. The announcement is also made on the <a href="#">ITL OLT Grants page</a>. The ITL offers workshops for staff interested in making an application and provides general advice to applicants.</td>
<td>Visit the <a href="#">ITL OLT Grants page</a> for information about the current rounds, timelines and links to the OLT website. Note the internal and OLT submission deadlines. If you miss the internal deadline you will not be able to submit your application on the OLT portal.</td>
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<td>Download and read the relevant <em>Project Information and Application Instructions</em> available on the <a href="#">ITL OLT Grants page</a>. Note the priority areas and selection criteria for the particular grant you wish to apply for.</td>
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<td>Register to attend the Grant Information Workshops offered by the ITL. Attendance at the workshop is strongly advised for those submitting an application. Previous successful applicants have found attending the workshop helpful in planning their application.</td>
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<td>Contact your Head of School as soon as possible to advise of your intention to submit an application. An email or letter, from your Head of School or equivalent, indicating that your faculty support your application, including commitments of time and other resources, is required when applying for the University letter of support. This indication of support must be uploaded with the other documentation for your application on or before the internal closing date.</td>
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<td>The ITL can provide feedback and advice on proposals in development, if requested.</td>
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<td>Proposal development: When developing your proposal and application, ensure you have read the guidelines carefully and are familiar with what is required e.g. selection criteria, attachment, number of pages etc. These are outlined in the <em>Project Information and Application Instructions</em>. You are also strongly encouraged to seek feedback from faculty colleagues and previously successful applicants for OTL grants or other successful grant applicants. The list of recent successful grant holders at the University of Sydney can also be useful.</td>
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<td>Complete the template available for the letter of support. The templates can be downloaded from the <a href="#">ITL OLT Grants page</a>. Use the checklist from the program information to assign responsibility for tasks to members of your team and make sure you are familiar with all the information, including that in the appendices.</td>
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<td></td>
<td>Complete the online submission by the internal closing date as per the details available on the <a href="#">ITL OLT Grants page</a>. Upload the following 3 files:</td>
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<td>• Your draft institutional support letter in word format</td>
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<td>• Your completed checklist in word format</td>
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<td>• A pdf document containing all of the following:</td>
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<td></td>
<td>o The proposal with its final title. The title cannot be</td>
</tr>
</tbody>
</table>
The University of Sydney OLT Grant Management Process

26.02.2015

The Office of the DVC (Education) considers all applications and provides feedback about compliance with OLT Guidelines. All Grant Applicants are encouraged to incorporate this feedback into their application when finalising the application for submission on the OLT portal.

When your application has been reviewed, you will receive the letter of support from the DVC (Education) along with any feedback.

The budget and associated attachments. Include a 10% institutional levy in the budget.

The statement of support from your faculty.

These instructions apply also if you are seeking an institutional letter of support for a partner application.

Note: EOIs do not require a budget or a letter of support but endorsement by the DVC (Education) is required. The EOI has to be submitted online for endorsement to be issued.

Late applications will not be considered.

The Office of the DVC (Education) considers all applications and provides feedback about compliance with OLT Guidelines. All Grant Applicants are encouraged to incorporate this feedback into their application when finalising the application for submission on the OLT portal.

When your application has been reviewed, you will receive the letter of support from the DVC (Education) along with any feedback.

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The Office of the DVC (Education) considers all applications and provides feedback about compliance with OLT Guidelines. All Grant Applicants are encouraged to incorporate this feedback into their application when finalising the application for submission on the OLT portal.

When your application has been reviewed, you will receive the letter of support from the DVC (Education) along with any feedback.

The budget and associated attachments. Include a 10% institutional levy in the budget.

The statement of support from your faculty.

These instructions apply also if you are seeking an institutional letter of support for a partner application.

Note: EOIs do not require a budget or a letter of support but endorsement by the DVC (Education) is required. The EOI has to be submitted online for endorsement to be issued.

Late applications will not be considered.

Receipt of the institutional endorsement letter is your approval to submit the proposal.

In the case of EOIs, you will be provided with the endorsement information to input into the OLT Grants Portal at the time of your submission.

Note: Applications submitted without a letter of support or in the case of EOIs institutional endorsement are deemed ineligible by the OLT.

The Office of the DVC (Education) considers all applications and provides feedback about compliance with OLT Guidelines. All Grant Applicants are encouraged to incorporate this feedback into their application when finalising the application for submission on the OLT portal.

When your application has been reviewed, you will receive the letter of support from the DVC (Education) along with any feedback.

The budget and associated attachments. Include a 10% institutional levy in the budget.

The statement of support from your faculty.

These instructions apply also if you are seeking an institutional letter of support for a partner application.

Note: EOIs do not require a budget or a letter of support but endorsement by the DVC (Education) is required. The EOI has to be submitted online for endorsement to be issued.

Late applications will not be considered.

The Office of the DVC (Education) considers all applications and provides feedback about compliance with OLT Guidelines. All Grant Applicants are encouraged to incorporate this feedback into their application when finalising the application for submission on the OLT portal.

When your application has been reviewed, you will receive the letter of support from the DVC (Education) along with any feedback.

The budget and associated attachments. Include a 10% institutional levy in the budget.

The statement of support from your faculty.

These instructions apply also if you are seeking an institutional letter of support for a partner application.

Note: EOIs do not require a budget or a letter of support but endorsement by the DVC (Education) is required. The EOI has to be submitted online for endorsement to be issued.

Late applications will not be considered.

The Office of the DVC (Education) considers all applications and provides feedback about compliance with OLT Guidelines. All Grant Applicants are encouraged to incorporate this feedback into their application when finalising the application for submission on the OLT portal.

When your application has been reviewed, you will receive the letter of support from the DVC (Education) along with any feedback.

The budget and associated attachments. Include a 10% institutional levy in the budget.

The statement of support from your faculty.

These instructions apply also if you are seeking an institutional letter of support for a partner application.

Note: EOIs do not require a budget or a letter of support but endorsement by the DVC (Education) is required. The EOI has to be submitted online for endorsement to be issued.

Late applications will not be considered.
OLT Grant Application Process for Project Partners

Are you a partner in an OLT Grant led by another university?
The process is outlined here:

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<td>Contact your Head of School as soon as possible to advise of your intention to submit an application. An email or letter, from your Head of School or equivalent, indicating that your faculty support your application, including commitments of time and other resources, is required when applying for the University letter of support. This indication of support must be uploaded with the other documentation for your application on or before the internal closing date.</td>
<td>Download and read the relevant Project Information and Application Instructions available on the ITL OLT Grants page. Note the priority areas and selection criteria for the particular grant you wish to apply for.</td>
</tr>
<tr>
<td>The ITL can provide feedback and advice on proposals in development, if requested.</td>
<td>Ensure that the partner budget and workload allocations are clear and that your commitments of time and other resources are supported by your faculty.</td>
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<tr>
<td>All parts of your joint proposal, as specified in the grant guidelines, must still be submitted to the Office of the DVC (Education) for institutional support and endorsement.</td>
<td>Complete the template available for the letter of support. The templates can be downloaded from the ITL OLT Grants page. Use the checklist from the program information to assign responsibility for tasks to members of your team and make sure you are familiar with all the information, including that in the appendices.</td>
</tr>
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Complete the online submission by the internal closing date as per the details available on the ITL OLT Grants page.

Upload the following 3 files:
- Your draft institutional support letter in word format
- Your completed checklist in word format
- A pdf document containing all of the following:
  - The proposal with its final title. The title cannot be changed after submission.
  - The budget and associated attachments. Include a 10% institutional levy in the budget.
  - The statement of support from your faculty.

These instructions apply also if you are seeking an institutional letter of support for a partner application.

Note: EOIs do not require a budget or a letter of support but endorsement by the DVC (Education) is required. The EOI has to be submitted online for endorsement to be issued.

Late applications will not be considered.

The Office of the DVC (Education) considers all applications and provides feedback about compliance with OLT Guidelines. All Grant Applicants are encouraged to incorporate this feedback.

Once you receive your institutional endorsement letter you will send it to the lead university who will include it in the final
into their application when finalising the application for submission on the OLT portal.

When your application has been reviewed, you will receive the letter of support from the DVC (Education) along with any feedback.

Note: Applications submitted without a letter of support from the lead and each partner institutions are deemed ineligible by the OLT.

In the case of EoIs, institutional support letters are not required at this time but will be required if your project is invited for a full-proposal.

Following institutional endorsement by the university of Sydney, your joint application is ready for submission to the OLT by the lead institution via their Grants Portal.

The OLT will notify all applicants of the outcome within 4 to 6 months from the closing date.

Unsuccessful applicants will be provided with feedback from the assessment committee.

Successful applicants will be notified and provided with a draft contract outlining the conditions of the grant. The contact will be executed by the lead institution.

You will complete the Research Proposal Clearance Form and return it to the Research Office. It is important to complete this form so your grant can be entered into IRMA.

The ITL can provide advice to unsuccessful applicants about future grant rounds.

The Office of the DVC (Education) will liaise with the Research Office for review and advice about any multi-institutional agreements that maybe required.

The Research Office will send you the Research Proposal Clearance Form for completion.